

Foreign Language Interpreter Claims

Iowa Substitute W-9 Form (http://spd.iowa.gov/filemgmt_data/files/W-9new.pdf) on file with Inspections and Appeals (file only with your first claim or if your address or federal ID changes).

Completed Miscellaneous Claim Form, original and one copy, containing:

- a. The case name, case number and county in which the action is pending.
- b. The name of the attorney for whom the services were provided, if any.
- c. The date on which services commenced.
- d. The date on which services ended.
- e. The total number of hours claimed.
- f. The total amount of your claim.
- g. Claimant's name, address, social security or federal tax identification number, and phone number.
- h. Signed by claimant

Attachments to Claim Form

a. The application and court order granting authority to hire the interpreter.

b. Fee Itemization Form – this form is available on the Judicial Branch website <http://www.judicial.state.ia.us/wfdata/frame4295-1522/File2.pdf>. The Judicial Branch form is the preferred itemization for to use. You must follow the State Public Defender Administrative Rules 493-13 (http://spd.iowa.gov/filemgmt_data/files/InterpreterChanges.pdf) and the Administrative Directive of the State Court Administrator in the Matter of Court Interpreter Compensation on the Judicial Branch web site at <http://www.judicial.state.ia.us/wfdata/frame5296-1839/File1.pdf> in calculating your billable services and expenses. If you are not able to use the judicial branch form, you must include the following in your itemization of services:

1. An itemization of the interpreter's services detailing the expenses incurred, the services rendered, the dates on which the services were rendered, the time spent on each date, and the manner in which the amount of the claim was calculated.

2. A court order approving the dollar amount of the claim. If the court order authorizing hiring the interpreter sets a limit for the claim, this additional approval order is unnecessary.

c. A court order appointing counsel, or determining the defendant is indigent.

For further information about payment of interpreter claims by the State Public Defender and the appeal process see the State Public Defender Administrative Rules 493-13 (http://spd.iowa.gov/filemgmt_data/files/InterpreterChanges.pdf).

Mail Completed Claim Forms with Attachments to: **State Public Defender
Miscellaneous Claims
Lucas State Office Building
321 E 12th Street
Des Moines IA 50319**